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U. S. VOLUNTEER SERVICE MANUAL,

BY

CAPT. JOHN BORDMAN, JR.

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1899

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U. S. VOLUNTEER SERVICE MANUAL,

BY

CAPT. JOHN BORDMAN, JR.,

BATTERY A, 1ST HEAVY ARTILLERY M. V. M.

(LATE CAPT. 1ST MASS. H. ART. U. S. V.)

AUTHOR OF

DRILL MANUAL FOR NON-COMMISSIONED OFFICERS; GUARD MANUAL, INCLUDING OUTPOSTS AND RECONNOITERING PATROLS;
SUBMARINE MINES, THEIR ATTACK AND DEFENCE; PREPARATION FOR FIELD SERVICE.

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1899.

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INDEX.

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	PAGE		PAGE
INTRODUCTION	3	Inventory of the Effects of	35
I. ADJUTANT GENERAL'S DEPARTMENT		II. COMMISSARY GENERAL'S DEPARTMENT	
Muster Roll	5	Ration Return	37
Pay Roll	9	III. QUARTERMASTER GENERAL'S DEPARTMENT	
Trimonthly Field Report	13	Estimate of Clothing and Equipage	39
Monthly Return	14	Schedule of Clothing and Materials	41
Field Return	17	Special Requisition for Clothing and Equipage	43
Special Field Return	20	Invoice of Supplies, transferred to Q. M. for Transportation	47
Return of Casualties	23	Invoice of Stores turned over	49
Description, Physical Record and Enlistment Paper	25	IV. ORDNANCE DEPARTMENT	
Furlough	27	Receipt for Issues to	51
Certificate of Disability for Discharge	29	Abstract of Expenditures	53
Descriptive List and Account of Pay and Clothing	31	Quarterly Ordnance Return	55
Final Statement	33		

INTRODUCTION.

Experience with the United States Volunteers in service during the past summer developed many weaknesses in the preliminary instruction and preparation of the National Guard. None of these weaknesses were, however, more marked, than the utter unfamiliarity of the officers with the official returns and blank forms, which they were required to fill out and send forward. Indeed, to this lack of knowledge of how, and where, to make proper application for essential and badly needed supplies, may be traced much of the suffering and privations which the volunteers underwent, and which, owing to the possession of this same knowledge, the men of the regular service to a considerable degree, avoided.

Again, no one save the officers directly concerned knows of the trouble, delay, and extra work, occasioned by errors and mistakes in filling out the periodic returns required by the Adjutant General's Department. And yet all this should have been foreseen. Although there is nowhere a more intelligent set of men than those holding commissions in our National Guard, they could not have been expected, under stress of service in the field, to properly select and fill out the many complicated returns, entirely new and strange to them, which often occasion trouble to the organizations of the regular service, in time of peace. It is with a view to preventing a recurrence of these unfortunate experiences, that the accompanying work has been prepared.

An effort has been made to reduce to a uniform size all the blanks and forms which a company commander has occasion to prepare and forward.

The general appearance and arrangement has been preserved, the reduction in size, where necessary, being obtained by omission in the numbers of columns of articles enumerated, and never by a change in form. Thus it is hoped that an officer becoming acquainted with the forms as here displayed will feel at home when the originals are placed in his hands. It has however been necessary to reduce, in size, comparatively few forms and as a whole they appear exactly as in the originals.

Individual ideas will supply methods of securing the best results from the use of the book. My own idea however, is, that its use will be of greatest value in schools of instruction for officers and non-commissioned officers, and in the classes of our military colleges. Here, under the supervision of an instructor, each officer or student may be required to fill out correctly each blank in turn, taking as a basis either the current strength of his own company or that of a supposed organization taken as an example. When completed each has always in his possession a correct model from which to refresh his memory or to which he may in future refer,—the whole in a convenient form for preservation.

The preparation of the matter has involved considerable labor but the need of some available source through which to become acquainted with these matters, and which might prevent untold annoyance in future, led me to undertake it, and now to submit it to your consideration.

Feeling that the work is one in which all are interested, suggestions as to its development will be gladly received.

J. B. JR.

MILITARY MANUALS BY CAPT. JOHN BORDMAN, JR.,

1ST MASS. HEAVY ARTILLERY, U. S. VOLS.

DRILL MANUAL for Non-Commissioned Officers. A complete instructor for use in Non-Commissioned Officers' Schools, Examinations for Warrants, Preparation for Inspections, etc. Single copies, 27 cents; per dozen, \$2.92; 25 or more, 20 cents each, f. o. b.; **BOUND IN CLOTH**, 35 cents each.

MANUAL OF ARMS,—30 Cal. Manual adapted to 45 Cal. as authorized by War Department, for use in Schools, Colleges, Boy's Brigades, etc. Single copies, 10 cents; 25 or more, 8 cents each.

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Price must invariably accompany the order. No books will be sent C. O. D.

Address and make

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ADDRESS BARTLETT PUBLISHING CO.,
CAMBRIDGE, MASS.

3. All officers, non-commissioned officers, and others that may be concerned in the preparation of this roll, are enjoined to exercise every care that it be made complete. When filed in the Adjutant General's Office it will become the record to which reference will thereafter be made in the investigation and settlement of all claims or questions affecting officers and men whose names are borne on the roll, and their heirs, for the period covered by it.



INSTRUCTIONS FOR THE PREPARATION OF MUSTER ROLLS.

1. All officers and enlisted men are to be taken up on the rolls from the date of receipt of notice of their assignment by competent authority, whether they have yet joined or not. Care should be taken to have names of soldiers and dates of enlistment correct. Men of different regiments or branches of the service should not be borne on one roll.

- a. The use of dots and of the word "ditto" is prohibited.
- b. Under the head of "Remarks" must be carefully stated opposite the name of the person concerned:
 - a. The date when any assignment takes effect, with Nos., date, etc., of order therefor;
 - b. The date that any officer or enlisted man joins, whether originally or from any absence, and if originally the source of gain;
 - c. The date an officer assumes or is relieved from any command;
 - d. The description of any special or extra duty on which any officer or enlisted man has been employed, with the dates on which he entered upon and was relieved from such duty, and the Nos., dates, etc., of orders;
 - e. All changes of rank or grade, with dates of same, and Nos., dates, etc., of orders;
 - f. All authorized stoppages, fines, sentences, with Nos., dates, etc., of orders;
 - g. All cases of absence, the nature and commencement of, and periods authorized for same, with Nos., dates, etc., of orders; and this must be repeated on every roll while such absences continue; and in case of absence or detached service, sick, or in confinement, the place of absence must be set forth;
 - h. All cases of sickness, injuries, or wounds and whether or not contracted while in the performance of some duty;
 - i. All cases of confinement; and when by civil authority the nature of the offenses, whether prisoners have been held for trial, tried, or discharged without trial, and, when tried, whether acquitted or convicted, with dates, etc.;
 - j. Everything else necessary to account fully for every individual, so as to insure justice to him and to the United States.

2. In noting stoppages to be made for losses or damage to public property, the amounts due for ordnance, for quartermaster's supplies, etc., will be separately stated in gross amount for each. (See A. R. 1300 and Cir. No. 13, A. G. O., 1895.) Charges for transportation and subsistence while traveling will be made as prescribed in Cir. No. 15, A. G. O., 1892.

3. Additional pay, due under secs. 1216 and 1285, Revised Statutes, act of Feb. 9, 1891 (26 Stat. 737) and Mar. 29, 1892 (27 Stat. 12) will be thus noted: "For certificate of merit, \$2 per month;" reenlisted pay due under sec. 3, act of May 15, 1892, thus: "Entitled to reenlisted pay." The date of change in the rate of pay on account of continuous service will be noted in the column of Remarks on the roll covering the period in which the change occurred, thus: "4th year commenced—" "6th year commenced—" etc., and, repeated on succeeding rolls until paid. Under the heading "Year of continuous service," will be entered the year of continuous service in which the period covered by this roll terminates.

4. The names of those belonging to the command will be immediately followed by those of the officers and enlisted men who have ceased to belong to it since last bimonthly muster. These will be classed in the following order, viz: Discharged, transferred, died, retired, deserted, dropped; and the utmost particularity will be observed in the remarks concerning them; dates and places will in every case be given; and Nos., dates, etc., of orders, or description of authority, be always carefully specified. When soldiers are retained in service beyond the period for which they were enlisted, as shown by the date of their enlistments, the causes of such retention must be stated. The names of soldiers discharged and reenlisted, or who have deserted and have joined from desertion since last bimonthly muster, must be placed both in the body of the roll and under the appropriate headings as having been discharged,

having deserted, etc. The place and date of the return (see A. R. 131) of an alleged deserter, and whether he surrendered or was apprehended, will be stated on every roll until he has been tried by court-martial, or returned to duty by competent authority (see A. R. 132) when the date, place, and source of the order announcing his return to duty or the result of the trial will be carefully noted. The restoration to duty without trial of a deserter by competent authority, i. e., the commander who would have been authorized to direct his trial, entailing the imposition of the forfeitures and stoppages prescribed by Army Regulations can be ordered only in case the desertion is admitted, and must not be confused with the removal, by the order of such a commander or the War Department, of a charge of desertion erroneously entered on the rolls against a soldier, such removal operating to relieve him from any and all stoppages to which he may have been subjected on account of his supposed desertion.

5. The remark "discharge and final statements given" will be made opposite to the name of every discharged soldier to whom such papers have actually been given. The character given on the discharge will be noted on the roll (see A. R. 148).

6. Upon the transfer, desertion, death, discharge, or retirement of a soldier, or when dropped under 30th Article of War, his account will be fully stated, the balance for clothing due the United States or due the soldier, all stoppages and charges and all credits for retained pay, detained pay, or deposits, will be entered upon the roll.

a. Should a soldier who has deserted be returned to the service the same data that appeared on the rolls after desertion should appear on the first rolls after his return and upon all subsequent rolls until a settlement of his accounts shall have been made by a paymaster; but if no settlement should be made by a paymaster, owing to the soldier's dishonorable discharge, a separate statement of the new account opened with the soldier at date of apprehension or surrender should also be given in addition and with no reference to the statement made at date of desertion.

9. For Regulations concerning settlement of a soldier's clothing account see A. R. 1180-1185.
10. Under the heading "Last paid" should be entered the name of the paymaster who last paid a balance to the soldier and the date to which this payment settled his account.
11. The ruled columns must not be used for purposes other than as stated in these notes or indicated in the printed headings.

12. One line only will be used for the record of the data, stoppages, and remarks pertaining to a member of the command, unless the length of the remarks shall require additional space; and, in any case, the interval between a name and the one preceding it must not be greater than necessary.

13. Actions in which the company, battery, troop, or any portion of it has been engaged, scouts, marches, changes of station, everything of interest relating to the discipline, efficiency, or service of the command, will be minutely and carefully noted, with dates, places, distances marched, etc.; and also names of men who took part in scouts or actions in which the command was not engaged.

14. Corrections on muster rolls, after muster and before they have been forwarded to Washington, will only be made with the approval of the mustering officer. Retained rolls will not be changed until authority therefor has been obtained from the Adjutant General.

15. Books of tactics, instructions, etc., and blank forms which have been superseded by others; will not be accounted for on this roll.

16. Within three days after each bimonthly muster, the mustering officer will transmit to the Adjutant General, U. S. Army, a copy of the muster roll of each company, battery, troop, or detachment. A duplicate of the muster roll will be retained. Blanks will be supplied from the Adjutant General's Office, and will be accounted for on the muster rolls.

17. This roll will not be used to muster detachments.

Regiment of

, Army of the United States,

, 189 , to the

day of

, 189 .

REMARKS.

LAST PAID.

YEAR OF
CONTINUOUS
SERVICE.

DUE U. S.

BY PAYMASTER.

TO WHAT TIME.

FOR
CLOTHING.

Dolls.

Cts.

Dolls.

Cts.

ABSENT. PRESENT.

ALTERATIONS SINCE LAST MUSTER.

RECAPITULATION.

	Captain.	1st lieutenants.	2d lieutenants.	Adj. 2d lieut.	1st sergeant.	Sergeants.	Corporals.	Musicians.	Foremen and blacksmiths.	Artificers and saddlers.	Wagoners.	Privates.	Total commissioned.	Total enlisted.	AGGREGATE.
For duty															
On extra or special duty.....															
Sick															
In arrest or confinement.....															
On detached service															
With leave															
Without leave															
Sick															
In arrest or confinement.....															
STRENGTH—PRESENT AND ABSENT...															

AGGREGATE LAST BI-MONTHLY MUSTER.....

JOINED.	DISCHARGED.	DIED.													
General recruiting service															
Special recruiting service.....															
By transfer or appointment.....															
From desertion															
Resigned.....															
Expiration of service.....															
For disability.....															
By sentence of general court-martial..															
By civil authority															
By order.....															
Transferred															
Killed in action															
Of wounds															
From disease, etc.															
Retired															
Deserted															
Dropped															

Number of recruits required.	Serviceable horses.	MAJOR-GENERAL.	ACCOUNT OF BOOKS AND BLANKS REMAINING ON HAND. (See note 14.)
Wounded in action.	Unserviceable horses.		
Muster-Rolls.	Army Regulations.		
Monthly Returns.	Drill Regulations, Cavalry.		
Enlistments.	Drill Regulations, Light Artillery.		
Furloughs.	Drill Regulations, Infantry.		
Descriptive Lists.	Manual of Heavy Artillery.		
Final Statements.	Manual of Guard Duty.		
Discharges.	Firing Regulations, Small Arms.		
Certificates of Disability.	Regulations for Recruiting Service.		
Inventories of Effects of Deceased Soldiers.			

I CERTIFY that this muster roll is made out in the manner required by the printed instructions; that it exhibits the true state of Captain _____ (_____), of the _____-Regiment of _____, for the period herein mentioned; that the remarks set opposite the name of each officer and soldier are accurate and just; and that the recapitulation exhibits in every particular the true state of the _____ as required by Regulations and the Rules and Articles of War.

STATION: _____

DATE: _____

Commanding the _____

I CERTIFY that I have carefully examined this muster roll, and that I have mustered and minutely inspected the _____; the condition of which is found to be as expressed in my remarks hereunto annexed.*

DISCIPLINE: _____

INSTRUCTION: _____

MILITARY APPEARANCE: _____

ARMS: _____

ACCOUTREMENTS: _____

CLOTHING: _____

Inspector and Mustering Officer.

*It is made the special duty of the Inspector and mustering officer to add the appropriate remarks touching discipline, instruction, etc., according to the facts determined in the course of his inspection, with such other remarks as may be necessary or useful for the information of the War Department.

☞ All officers, noncommissioned officers, and others that may be concerned in the preparation of this roll, are enjoined to exercise every care that it be made complete. It is not only the guide for immediate payment of the troops interested, but, when filed in the Treasury Department, it will become the record to which reference will thereafter be made in the investigation and settlement of all claims or questions affecting officers and men whose names are borne on the roll, and their heirs, for the period covered by it.—*Genl.*

INSTRUCTIONS FOR THE PREPARATION OF PAY ROLLS.

1. All officers and enlisted men are to be taken up on the rolls from the date of receipt of notice of their assignment by competent authority, whether they have yet joined or not. Care should be taken to have names of soldiers and dates of enlistment correct. Men of different regiments or branches of the service should not be borne on one roll.

2. The use of dots and of the word "ditto" is prohibited.

3. Under the head of Remarks must be carefully stated opposite the name of the person concerned—

- All changes of rank or grade, with dates of same, and Nos., dates, etc., of orders.
- All authorized stoppages, fines, sentences, with Nos., dates, etc., of orders.
- All cases of absence of enlisted men without leave, and inclusive dates of the same. (See A. R. 133.)
- All cases of confinement by civil authority, and whether such prisoners have been held for trial, tried, or discharged without trial, and, when tried, whether acquitted or convicted, with dates, etc.
- Everything else affecting the pay of every enlisted man, so as to insure justice to him and to the United States.

4. In noting stoppages to be made for losses of or damage to public property, the amounts due for ordnance, for quartermaster's supplies, etc., will be separately stated in gross amount for each. (See A. R. 1390 and Cir. No. 13, A. G. O., 1895.) Charges for transportation and subsistence while traveling will be made as prescribed in Cir. No. 15, A. G. O., 1892.

5. Additional pay, due under secs. 1216 and 1285, Revised Statutes, acts of Feb. 9, 1861 (26 Stat. 737) and Mar. 29, 1892 (27 Stat. 12) will be thus noted: "For certificate of merit, \$2 per month;" re-enlisted pay due under sec. 3, act of May 15, 1872, thus: "Entitled to re-enlisted pay." The date of change in the rate of pay on account of continuous service will be noted in the column of Remarks on the roll for the month in which the change occurred, thus: "3d year commenced —," "6th year commenced —," etc., and repeated on succeeding rolls until paid.

6. The names of those belonging to the command will be immediately followed by those of the officers and enlisted men who have ceased to belong to it since last muster for pay. These will be classed in the following order, viz: Discharged, transferred, died, retired, deserted; and the utmost particularity will be observed in the remarks concerning them; dates and places will in every case be given; and Nos., dates, etc., of orders, or description of authority, be always carefully specified. When soldiers are retained in service beyond the period for which they were enlisted, as shown by the date of their enlistments, the causes of such retention must be stated. The names of soldiers discharged and re-enlisted, or who have deserted and have joined from desertion since last muster for pay, must be placed both in the body of the roll and under the appropriate headings as having been discharged, having deserted, etc. The place and date of the return (see A. R. 131) of an alleged deserter, and whether he surrendered or was apprehended, will be stated on every roll until he has been tried by court-martial, or returned to duty by competent authority (see

A. R. 132), when the date, place, and source of the order announcing his return to duty or the result of the trial will be carefully noted. The restoration to duty without trial of a deserter by competent authority, *i. e.*, the commander who would have been authorized to direct his trial, entailing the imposition of the forfeitures and stoppages prescribed by Army Regulations can be ordered only in case is admitted, the desertion and must not be confused with the removal, by the order of such a commander or the War Department, of a charge of desertion erroneously entered on the rolls against a soldier, such removal operating to relieve him from any and all stoppages to which he may have been subjected on account of his supposed desertion.

7. The remark "discharge and final statements given" will be made opposite to the name of every discharged soldier to whom such papers have actually been given. The character given on the discharge will be noted on the roll.

8. Upon the transfer, desertion, death, discharge, or retirement of a soldier, his account will be fully stated, the balance for clothing due the United States or due the soldier, all stoppages and charges and all credits for retained pay, detained pay, or deposits, will be entered upon the roll.

a. Should a soldier who has deserted be returned to the service, the same data that appeared on the rolls after desertion should appear on the first rolls after his return and upon all subsequent rolls until a settlement of his accounts shall have been made by a paymaster; but if no settlement should be made by a paymaster, owing to the soldier's dishonorable discharge, a separate statement of the new account opened with the soldier at date of apprehension or surrender should also be given in addition and with no reference to the statement made at date of desertion.

9. For Regulations concerning settlement of a soldier's clothing account (see A. R. 1180-1185.)

10. Under the heading "Last paid" should be entered the name of the paymaster who last paid a balance to the soldier and the date to which this payment settled his account.

The officer who prepares this roll should not attempt to settle the account of a soldier by striking a balance between his undrawn pay and indebtedness to the United States, this being the duty of the paymaster, when all dues can be collected and a balance paid to the soldier, or of the accounting officers of the Treasury, when such collection cannot be made on account of the soldier's desertion or discharge.

11. The ruled columns must not be used for purposes other than as stated in these notes or indicated in the printed headings.

12. One line only will be used for the record of the data, stoppages, and remarks pertaining to a member of the command, unless the length of the remarks shall require additional space; and, in any case, the interval between a name and the one preceding it must not be greater than necessary.

13. Three copies of this roll will be made, two for the paymaster and one to be retained with the command.

PAY ROLL of.

from the _____ day of _____, 19____

I certify that this pay roll is made out as required by Army Regulations, and that the entries opposite each name are correct and just.

Capt...

Commanding Company

Station,

Date, _____

Examined and approved,

Commanding Post.

I certify that I have this..... mustered
the....., and find that all present and absent
are accounted for in this pay roll as required by Army Regulations.

Inspector and Mustering Officer.

when last paid, to the _____ day of _____, 19____

[illegible]

RECEIVED of Major.....

Paymaster, U. S. Army Dollars

cents, collected for subsistence stores.

I certify that I have witnessed the payment of this roll.

C. S.

Commanding

Voucher No. _____

Paid.....

Amount:.....

Collections:.....

PAY ROLL

OF

FOR THE MONTH OF

, 19

TRIMONTHLY FIELD REPORT

OF

Company

FOR

, 19

This Form to be used by Companies.
Changes in officers to be accounted for by name, giving date, place, cause, etc.
Form also to be used as Field Morning Report when required.

RECORD OF EVENTS.

(Give movements of Company, with dates, etc.)

MEMORANDA.										Commanding Company.										Station																																																																																																																		
PRESENT.										ABSENT.										<table> <tr> <td colspan="5">OFFICERS.</td> <td colspan="5">ENLISTED MEN.</td> <td colspan="5">TOTAL.</td> </tr> <tr> <td colspan="5">FOR DUTY.</td> <td colspan="5"></td> <td colspan="5"></td> </tr> <tr> <td colspan="5">ON EXTRA DUTY.</td> <td colspan="5"></td> <td colspan="5"></td> </tr> <tr> <td colspan="5">ON SPECIAL DUTY.</td> <td colspan="5"></td> <td colspan="5"></td> </tr> <tr> <td colspan="5">SICK.</td> <td colspan="5"></td> <td colspan="5"></td> </tr> <tr> <td colspan="5">IN ARREST OR CONFINED.</td> <td colspan="5"></td> <td colspan="5"></td> </tr> <tr> <td colspan="5">TOTAL.</td> <td colspan="5"></td> <td colspan="5"></td> </tr> </table>										OFFICERS.					ENLISTED MEN.					TOTAL.					FOR DUTY.															ON EXTRA DUTY.															ON SPECIAL DUTY.															SICK.															IN ARREST OR CONFINED.															TOTAL.														
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PRESENT.

COMMISSIONED OFFICERS.

For duty.
On special or daily duty.
Sick.
In arrest or suspension.
TOTAL.

ENLISTED MEN.

For duty.
On extra duty.
On special duty.
Sick.
In arrest or confinement.
TOTAL.

ABSENT.

COMMISSIONED OFFICERS.

On detached service.
With leave.
Without leave.
Sick.
In arrest.
TOTAL.

ENLISTED MEN.

On detached service.
With leave.
Without leave.
Sick.
In arrest or confinement.
TOTAL.

COMMISSIONED OFFICERS.

Captain.
First Lieutenants.
Second Lieutenants.
Additional Second Lieutenants.
TOTAL COMMISSIONED.

PRESENT AND ABSENT.

ENLISTED MEN.

First Sergeant.
Quartermaster Sergeant.
Veterinary Sergeant.
Sergeants.
Corporals.
Trumpeters.
Musicians.
Farriers and Blacksmiths.
Artificers.
Saddlers.
Wagoners.
Privates.
TOTAL ENLISTED.

AGGREGATE.

Aggregate LAST MONTHLY RETURN.

ABSENT ENLISTED MEN, ACCOUNTED FOR BY NAME.

(All men absent at any time during the month will be reported under this head, but only those who may be absent on the last day of the month should be shown in figures. The nature, commencement, termination, and place of absence to be invariably stated.)

NO.	NAME.	RANK.	DATE.		WHERE.	DUTY OR CAUSE.
			FROM—	TO—		

ALTERATIONS SINCE LAST MONTHLY RETURN.

MEMORANDA.

[illegible]

RECORD OF EVENTS.

NOTE 1.—*Actions in which the company, or any portion of it, has been engaged; scouts, marches, changes of stations, etc.—everything of interest relating to the discipline, efficiency, or service of the company, will be minutely and carefully noted, with date, place, distance marched, etc., etc.*

NOTE 2.—The name and rank of officers and soldiers *killed, missing, or wounded in action*, with *date and place*, will be accurately noted.

NOTE 3.—The number of horses, either public or private, lost in service, together with the date, place, and circumstances connected with said loss, and the name of the officer responsible for or owning the property, will be reported.

Station: _____

Date: _____

Commanding the Company.

COMMISSIONED OFFICERS, present and absent, accounted for by NAME.

NOTE 4.—The date (with No., date, etc., of order) at which an officer is assigned or transferred to, joins or rejoins, the company, assumes or is relieved from the command of it, or from any special duty, also all absence of whatever duration or cause, with authority therefor, and date of departure and return, to be stated against his name.

NOTE 5.—After the list of ABSENT officers will follow the record of those resigned, died, etc., or transferred from the company, with No. date, etc., of order, date, place, and in case of death, its cause.

NOTE 6.—Officers of other organizations, serving with, or attached to, the company for duty, will be borne in red ink at the foot of the list of officers (present or absent, as the case may be), but will not be included in the figures on the face of the return. The requirements of Notes 4 and 5 will also be observed in such cases.

NO.	NAMES.	RANK.	REMARKS.
	PRESENT.		
	ABSENT.		

Official communications received from regimental headquarters during the month.

NATURE.	NO. OF ORDERS.	DATE.	WHEN RECEIVED.	PURPORT.

ALTERATIONS SINCE LAST RETURN among the ENLISTED MEN.

NOTE 7.—The date, etc., of all transfers to or from the company (with No. and date of order of all apprehensions, surrenders, discharges, deaths, desertions, etc., will be accurately noted) also, the places of discharge, death, desertion, etc.)

(To be accounted for BY NAME, and classed in the same order as on the face of the return.)

RETURN OF

Company (.....), Reg't of.....

For the month of....., 19 ..

NO.	NAMES.	RANK.	DATE.	PLACE.	REMARKS.

FIELD RETURN OF

[illegible]

Station :

Date: _____

Commanding.

OF

FOR

19

Post Office _____

Telegraph Station _____

This form will be used in compliance with Par. 795, Army Regulations, upon the establishment or evacuation of a post or temporary camp, and upon the temporary or permanent increase or reduction of a garrison, and a copy to be forwarded, at once, direct to the Department headquarters.

The location and post-office address of a new post or camp must be stated.

NO.

NAMES.

RANK.

Regiment and
Company.

REMARKS.

SPECIAL FIELD RETURN of _____

NOTE 1.—When a post or station is garrisoned by *different regiments or parts of different regiments*, the troops will be reported on *separate lines by regiments*; but if of the same regiment, the troops will be reported by *companies*.

ORGANIZATIONS.

[illegible]

Station: _____

Date:

19

Commanding.

(1st Present. 2d Absent. Nature of absence only to be stated.)

SPECIAL FIELD RETURN

OF

FOR

, 189

This form will be used in compliance with Par. 795, Army Regulations, upon the establishment or evacuation of a post or temporary camp, and upon the temporary or permanent increase or reduction of a garrison, and a copy to be forwarded, at once, direct to the Adjutant General of the Army.

The location and post-office address of a new post or camp must be stated.

NO.

NAMES.

RANK.

REGIMENT
OR
CORPS.

REMARKS.

GENERAL REMARKS AND RECORD
OF EVENTS.

RETURN OF CASUALTIES

TROOPS ENGAGED, RECORD OF EVENTS, ETC.

IN

ACTION AT

On , 19

RECAPITULATION.

	Officers.	Enlisted Men.	
Killed			
Wounded			
Injured			
Missing			
Total			

This Return to be made in triplicate after the close of each action, by post, detachment, independent companies, independent battallions, regimental and district or brigade commanders, accounting for, by name and in figures, for all casualties.

This to be consolidated by Division, Corps, and Army or Department commanders in figures only, but each adding to its consolidated return the casualties, in figures and by name, of its own staff or detachment at their respective headquarters

One copy (of all commands) to be sent to the immediate superior commander, one to be sent direct to the Adjutant General U.S.A., and one to be retained.

Station,

Date,

Commanding.

DESCRIPTION, PHYSICAL RECORD, AND ENLISTMENT.

VOLUNTEERS.

Regiment..... Company (" ").

Name:..... Grade or rank.....

Age:..... years..... months. Height,..... feet..... inches. Complexion,.....

Eyes,..... hair,..... Born at..... County of.....

State of..... Occupation,..... Enrolled on the.....

day of....., 19....., at..... in the State of.....

by..... for..... years. Residence,.....

Married or single,..... Name of wife, relative, guardian, or friend who is to be notified in case of emergency:.....

Address of same:.....

Previous military or naval service (not militia):.....

Remarks:.....

25

PHYSICAL RECORD.

Recruiting Officer.

Personal marks:.....

Chest: Expiration, inches..... inspiration, inches..... Weight, stripped lbs. Piles,.....

Rheumatism..... Varicose veins,..... Varicocoele,.....

Coughs,..... Hernia,..... Feet,..... Previous sickness,.....

Eyes,..... Hearing,..... Heart,..... Teeth,.....

Remarks: *.....

I CERTIFY that this man is a fit subject for military service.

Examining Surgeon.

*All defects discovered in the medical examination, not sufficient to reject, but which might be aggravated by the soldier's duties, will be here noted.

enlisted this day of do hereby acknowledge to have voluntarily
ARMY OF THE UNITED STATES OF AMERICA for the period of two years unless sooner discharged by proper authority;
 and do also agree to accept from the United States such bounty, pay, rations, and clothing as are or may be established by
 law. And I do solemnly swear (or affirm) that I will bear true faith and allegiance to the United States of America, and
 that I will serve them honestly and faithfully against all their enemies whomsoever; and that I will obey the orders of the
 President of the United States and the orders of the officers appointed over me, according to the Rules and Articles of War.

[SEAL.]

Subscribed and duly sworn to before me this day of A. D. 19

Recruiting Officer

*NOTE—The acknowledgment and oath will not be executed until the man has been accepted by the Examining Surgeon, nor in cases where a company is mustered in on a muster-in roll, as the same is subscribed to thereon.

Enrolled at on
 the day of 19
 by
 Regt. of
 Volunteers.

INSTRUCTIONS.

One of these papers will be prepared in the case of all recruits enrolled and will be forwarded to the Adjutant General of the Army in the following manner:

1. When recruits are mustered in with a company on a muster-in roll, it will accompany the latter when forwarded to the Adjutant General.
2. In cases of individual enlistments by recruiting officers, it will be forwarded on the 10th, 20th, and last days of each month, with the trimonthly reports of recruiting. When the recruits are forwarded to their organizations a descriptive and assignment card will be prepared and forwarded to the regimental or other commander in accordance with the instructions on the card.
3. In cases of rejected recruits a duplicate will be made. The Surgeon will note upon each the word "Rejected," stating the cause. The mustering officer will cause transportation to be furnished the recruit to the place of enrollment, and the duplicate will be the Quartermaster's authority for issuing the transportation and will be filed with his accounts. The original will be forwarded to the Adjutant General of the Army.

CONSENT IN CASE OF MINOR.

I, DO CERTIFY that I am the
 of and the said
 is

years of age; and I do hereby freely give my CONSENT to his enlisting as a SOLDIER in the ARMY OF THE UNITED STATES for the period of TWO YEARS.

Given at this day of 19
 WITNESS:

TO ALL WHOM IT MAY CONCERN:



Be it known, That in pursuance of authority in me vested

by
a FURLOUGH is hereby granted to
a of Regiment of
for the period from 19, to
19, both days inclusive, with permission to go to

The close of the last day of this FURLOUGH

27 must find him with his at
or wherever it may then be.

Station
Date Commanding Post.

Memorandum: This soldier was last paid to include , 19
last ration to include , 19, the rations overdrawn to be
deducted from ration-return of for the period from
....., 19, to , 19

Commanding Co. Reg't

NOTE.—Failure to rejoin proper station on the expiration of the Furlough works a forfeiture of any claim for commutation of rations for the period of the Furlough.
This paper will be preserved by the soldier for use in collecting commutation of rations, which will be paid by any Commissary having funds for the purpose, after the certificate on the first fold hereof has been duly executed.

Subvoucher No.

COMMUTATION OF RATIONS paid by check.

TO

Voucher No., Abstract of Disbursements,
PERTAINING TO ACCOUNT CURRENT,

of *Lieut.*
Reg't of Commissary, for
....., 19

FURLOUGH

GRANTED

..... Co. Reg't
From , 19
To , 19

....., 19
The within-named soldier reported for
duty, as required by this furlough, on the
..... day of , 19 , or
was discharged per Special Orders No.
Hlqrs , 19 , on the
..... day of , 19

The rations within reported as overdrawn
were duly deducted from the ration-return
referred to.

No. on
in favor of or order,
dated , 19 . Amount, \$
....., Commissary.

DESCRIPTION OF SOLDIER.

Age,; height, feet inches;
complexion,; eyes,;
hair,

Signature of soldier:

NOTE.—The authority under which a furlough is granted (whether under Army Regulations or in pursuance of the orders of a superior) should be cited on the face of the furlough by the officer granting it. If the period for which the furlough is given is within the competency of the authority cited, no copy of the order is needed to accompany the furlough when presented to a disbursing officer for payment of commutation of rations; but if the period is manifestly beyond the competency of the authority cited, the furlough should, when presented for payment of commutation of rations, be accompanied by copies of all orders in pursuance of which it was given.

.....
Commanding Co. Reg't of

Army of the United States.

CERTIFICATE OF DISABILITY FOR DISCHARGE.

....., a of
..... Regiment of....., was enlisted by..... day of....., 19....., and when enlisted
at..... years; he was born in..... inches high,..... eyes,.....
was..... years of age,..... feet..... complexion,..... Recommended for
..... hair, and by vaccination a.....
..... Discharge on account of.....

Became unfit for duty from present disease or injury (date)
Disease contracted or injury received (date and place)

When disability arose soldier was (state duty or service)
Cause of disease, or injury, or circumstances under which it appeared was as follows:

Disability was or was not incurred in line of duty, (erase words not used.) (Above facts not known to Company Commander so should be covered by certificates of officers or affidavits of enlisted men appended hereto. If no information can be obtained in regard to them, so state here.)

Station: 19

Date:

Commanding.....

Verify that I have carefully examined the above-named soldier and find him incapable of performing the duties of a soldier because of (here state nature and anatomical location of disease or injury and how it incapacitates for duty)

position as to cause of disability and if incurred in line of duty, based on history and progress of war.

If no information as to causes can be obtained, so state here.)

Length of time case has been under observation:
In view of occupation, to what extent is he disabled from earning subsistence:

(DUPLICATES.)

CERTIFICATE OF

Disability for Discharge.

IN THE CASE OF

.....
a..... of
.....Reg't of.....

Directions.

This certificate will be made out in duplicate by the soldier's troop, battery, or company commander, or other officer commanding the separate detachment to which he belongs, and sent by him to the surgeon who has charge of the hospital where the soldier is sick. The surgeon will then fill out in his own handwriting and sign the surgeon's certificate, and forward these papers to the post commander.

These certificates, after having received the action of the highest authority to which they are required to be sent, will be returned through the same channel to the post commander, who will, if the discharge is authorized by the indorsement of the proper authority, sign the soldier's discharge and the last indorsement on this paper; see that the soldier is furnished with the proper final statements in duplicate, and forward both of these certificates direct to the Adjutant General United States Army, at Washington, D. C.; they will not, under any circumstances, be given into the hands of the soldier.

Descriptive List and Account of Pay and Clothing of _____, a _____ of _____, Reg't of _____

[illegible]

DUE SOLDIER.

For retained pay, Act of May 15, 1872 (see Note 2),	(\$.....)
For retained pay, Act of June 16, 1890 (see Note 2),	(\$.....)
For deposits, per detailed statement on other side,	(\$.....)
For

NOTE.—If entitled to "Reenlisted Pay," or to increased pay for Certificate of Merit, the fact will be noted under head of Remarks (see Note 3).

DUE UNITED STATES.

For Ordnance and Ordnance Stores,	(\$.....)
For Equipage,.....	(\$.....)
For Quartermaster Supplies,	(\$.....)
Other stoppages or fines (see Note 5),	

REMARKS.

Previous service :.....
Noncommissioned officer :
Marksmanship :
Battles, engagements, skirmishes, expeditions, etc. (see Note 1) :
Wounds received in service (see Note 1) :
Medal of Honor (date and action for which granted) :
Married or Single, and name and residence of nearest relative or guardian :
Character :
Physical condition :
Vaccination (see Note 8) :
Convictions by Court Martial :

(See Notes 6, 7, and 9.).....

I certify that the above is a correct transcript from the records of.....

Station :

Date :



Commanding.....

DEPOSITS.

9. The Pay Roll, or rolls upon which any pay may have been retained or detained under Court-Martial sentence, together with the several amounts so retained (expressed both in words and figures), must be accurately noted.

OF

Regiment of.

[illegible]

Final Statement of

Captain....., born in....., [.....] of the..... Regiment
of....., in the State of.....
aged (at enlistment)..... years,..... feet..... inches high,..... complexion,
eyes,..... hair, and by occupation a....., was enlisted
by..... at..... on the..... day
of....., nineteen hundred and....., to serve for..... years,
who is now discharged by reason of.....

The said..... was last paid by
Paymaster..... to include the..... day
of....., nineteen hundred and....., and has pay due from that
time to.....

DUE SOLDIER.

For..... years' continuous service, under Sec. 2, act Aug. 4, 1854,..... (\$.....) per month)
For retained pay, act of May 15, 1872 (See note 8),..... (\$.....)
For retained pay, act of June 16, 1890 (See note 17),..... (\$.....)
For clothing not drawn in kind,..... (\$.....)
For deposits (the date and amount of each deposit to be stated. See notes 6 and 7)..... (\$.....)

33

For pay detained under court-martial sentence (See note 7).....

ON M. AND P. ROLL FOR—	AMOUNT DETAINED.	ON M. AND P. ROLL FOR—	AMOUNT DETAINED.
.....	(\$.....)	(\$.....)
.....	(\$.....)	(\$.....)
.....	(\$.....)	(\$.....)
.....	(\$.....)	(\$.....)

DUE UNITED STATES.

For clothing overdrawn..... (\$.....)
For..... (\$.....)

Remarks:

I CERTIFY that the above Final Statement, given in duplicate at

this..... day of....., 1890, is correct.

Commanding.....

FINAL STATEMENT

of

a. _____ in _____

----- Regiment of -----

NOTE 1.—Duplicate final statements properly certified to by his immediate commander will be given, with the discharge certificate, to every soldier upon his discharge from the service (except as prescribed in A. R. 1386), and will be presented by the soldier to the paymaster for the pay due him. The payment made will be noted on the discharge certificate.

NOTE 2.—When a soldier is discharged, or dies while in hospital or on detached service, his descriptive list, if he has one, should be turned up by the officer furnishing final statements, indorsed by him with a full statement of the time for which he was allowed pay, CLOTHING ACCOUNT, and all other charges against him, or in his favor, so as to comprise a complete exhibit of his account, and retained by the officer for his future information. In case of death, the final statements and inventories of effects will be forwarded to the Adjutant General, Washington, D. C. A true copy of the descriptive list will at once be sent to the company commander, notifying him of the soldier's discharge or death, with the indorsements made thereon as to date, place, cause, with charges, credits, etc., and the disposition of his effects, and the name of the man in error all the data necessary to a full understanding of the soldier's account, and cause and circumstances of death or discharge, on the muster-roll upon which the same is reported. Where there are no effects inventories will be made out in blank, and forwarded, properly signed, with the final statements.

NOTE 3.—The transfer by an enlisted man of a claim for pay due him on his final statements can only be recognized when made *after* the discharge is written, indorsed on the final statements, *signed by the soldier* and witnessed by a commissioned officer, when practicable, or by some other reputable person known to the paymaster. The person witnessing the transfer must deliver the discharge to the soldier, indorsing thereon the fact of transfer of the final statements, and on the latter that such indorsement has been made on the discharge.

NOTE 4.—If entitled to additional pay under act of August 4, 1854, for former services, or under Secs. 1216 and 1280, Revised Statutes, of June 22, 1874, for certificate of merit, and if entitled to re-enlisted pay under act of May 15, 1875, it should be noted on the final statements.

NOTE 5.—If a soldier has ever re-enlisted under act of August 4, 1854, he is entitled to re-enlisted pay even if years have elapsed before he again re-enlists.

NOTE 6.—On the discharge of a soldier, the date and amount (in words and figures) of each deposit will be entered upon his final statements, and his deposit-book will be taken up by the paymaster who makes final payments, and filed with his voucher. In case deposits are forfeited by desertion, the amounts of the same will be entered on the final statements under the head of "Remarks," and the facts and authority for such forfeiture given. The words "service honest and faithful," or "service not honest and faithful," as the case may be, will be noted on the final statements. In case of death, books of deposit will be forwarded with the final statements to the Adjutant General, Washington, D. C.

NOTE 7.—Money amounts in all cases shall be written out in full, the writing to commence close to printed matter on left-hand side, and also expressed by figures in brackets.

NOTE 8.—The retained pay due should be computed to include March 15, 1896. (Act approved March 16, 1896.) In case the retained pay is forfeited, the amount should not be stated under the head of "Due Soldier," but the remark "not entitled to retained pay" should appear, and the cause and authority for such forfeiture must be given in the "Remarks."

NOTE 9.—Stoppages for *loss or damage* due to *arms or other public property* must be noted.

NOTE 10.—Stoppages by sentence of a Court Martial, with a reference to the G. O. in the case, must be entered; also forfeitures for desertion, with reference to the G. O. promulgating sentence or pardon; or if the soldier has been a deserter at any time during his enlistment, it should be noted, with dates of desertion and apprehension or surrender, and the fact of forfeiture of retained pay.

NOTE 11.—In order to prevent payment on fraudulent discharge papers, the officer who prepares the final statements of a soldier will, shortly before his discharge, send to the chief paymaster of the department, or to the paymaster to whom the soldier may wish to apply for payment, a notification in his own handwriting, stating therein the date of last payment to the soldier, and his credits and debits, both in words and figures. The officer will also send the soldier's signature, if he be able to write his name, or report his inability to do so. This notification will not be given to the soldier, but will be sent by mail so as to reach the paymaster before the soldier can report for payment. Paymasters will not pay discharged soldiers except when thus notified, unless satisfied of the genuineness of the discharge papers (and final statements) and the identity of the claimant.

NOTE 12.—When a soldier is discharged under such circumstances that he is not entitled to travel allowance the officer signing his final statements will state on them: "*This soldier is not entitled to travel allowance*," stating the reason, and when discharged from an enlistment during which he completed five years' continuous service, the following notation will be placed on the final statements, "Completed five years' continuous service 189 .. Had years' months' prior service."

NOTE 13.—Final statements must show dates of absence without leave, if any, in the first year of enlistment.

NOTE 14.—Final statements and descriptive lists of enlisted men on retirement must state the date to which subsistence has been furnished, and whether subsistence while traveling home (and dates thereof) has been furnished.

NOTE 15.—Final statements must show amount due the United States for purchase of discharge to enable the paymaster to collect the full amount of purchase money.—See Cir. No. 7, Par. I, A, G. O. 4, 1886.

NOTE 16.—When chief musicians, artificers, and wagoners become such during their term of enlistment, final statements should show the dates of promotion and return to the ranks, that the accuracy as to retained pay may be determined.

NOTE 17.—*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That from and after the first day of July, eighteen hundred and ninety, there shall be retained from the pay of each enlisted man of the army the sum of four dollars per month of his monthly pay for the first year of his enlistment, which said sum shall not be paid him until his discharge from the service, and shall be forfeited unless he serves honestly and faithfully to the date of discharge: *Provided,* That the Secretary of War shall determine what misconduct shall constitute a failure to render honest and faithful service within the meaning of this act; but no soldier who has deserted at any time during the term of an enlistment shall be deemed to have served such term honestly and faithfully: *Provided, also,* That the sums retained from the monthly pay of enlisted men, in accordance with section one of this act and sections twelve hundred and eighty-one and twelve hundred and eighty-two of the Revised Statutes, shall be treated as deposits, upon which interest shall be paid as provided in sections thirteen hundred and five, thirteen hundred and six, thirteen hundred and seven, and thirteen hundred and eight of the Revised Statutes, the said sums to bear interest from the end of the year of the soldier's enlistment in which they shall have accrued. * *

Approved, June 16, 1890. Repealed, February 12, 1895.
NOTE 18.—Officers signing and certifying to the correctness of final statements must be held responsible for their accurate preparation, and also for disregard of any instructions as to the same known through the Army Regulations, orders, and notes on the blank forms. Officers responsible for overpayment on erroneous final statements will be required to refund the amounts overpaid.

NOTE 19.—This blank will be used for deceased soldiers as well as others.

DECEASED SOLDIERS.

A. R. 158. When a soldier is killed in action, or dies at any post, hospital, or station, it shall be the duty of his immediate commander to secure his effects and to prepare the inventory required by the 126th Article of War, according to prescribed form. Duplicates of the inventory, with final statements, will be forwarded direct to the Adjutant General of the Army. *[A third copy of the inventory to be retained by the officer.]*

Officers charged with the care of the effects of deceased soldiers are required to deliver the same, or the proceeds thereof, to the legal representatives of the deceased (127th Art. of War). If the effects are not claimed within thirty days, they are to be sold by a council of administration and the proceeds of the sale deposited with a paymaster (A. R. 159). The accounts of deceased soldiers are settled by the Auditor for the War Department, and the following is the relative order of heirship adopted by the Treasury Department, viz: (1) widow, (2) children, in equal share, (3) father, (4) mother, (5) brothers and sisters, in equal share. Officers are advised that in the cases of single men, it is a safe rule to dispose of the effects as prescribed in A. R. 159, and leave the responsibility of determining the heirship to the Treasury Department.—(*Circular 27, A. G. O., 1897.*)

A. R. 160. In all cases of sale by a council of administration, a detailed statement of the proceeds, duly certified by the council and commanding officer, will accompany the paymaster's receipt forwarded by the company commander to the Adjutant General of the Army. The statement will be indorsed: "Report of the proceeds of the effects of, late of company regiment of, who died at the day of"

INVENTORY OF THE EFFECTS

OF

Late of

Reg't of

who died at

on the day of, 189

(A separate Ration Return must be made for each of the classes provided for in the first column hereon.)

RETURNS.	RATIONS REQUIRED, FOR THE FOLLOWING COMPUTATION:	ADDITIONS AND DEDUCTIONS.	RATIONS.
<i>Return for a Company, a Detachment, or a detachment of Hospital Corps, and attendants:</i>			
Full strength of organization	Number actually present for rations, per the preceding column.	Last regular issue of rations included date of _____ 189	
Deduct for number—		Joined after last regular issue of rations, with dates of joining: (Give name of men, or strength of detachment, etc.)	
Sick in hospital	Number of days for which rations required, beginning— _____ 189, and ending _____ 189		
On detached service			
On furlough	Number of rations for the period _____		
Without leave			
Absent sick	Add for rations due men who joined after last issue _____		
Detained by civil authorities	Total _____	Total number of rations to be added _____	
Rationed separately		Left after last regular issue of rations without taking the rations with them, with dates of leaving: (Give names of men, or strength of detachment, etc.)	
Total deductions	Deduct for rations of men who left after last issue _____		
No. actually present for rations	Number of rations required on this return _____		
<i>Return for men rationed separately:</i>			
Number actually present who are rationed separately			
<i>Return for the Sick in Hospital:</i>			
Number actually present sick in Hospital (Note 2)			
<i>Return for Civil Employees:</i>			
Number authorized to draw rations		Total number of rations to be deducted _____	
		Persons who are rationed separately from their company, hospital, or organization:	

OTHER SUBSISTENCE STORES REQUIRED.

Where to be used, or by what Company, Troop, Battery, etc., required.	For Period		Number of Days.	Number of Animals.	Flour for Paste for use in Target Practice.	Vinegar for Public Animals.	Candles for Guards, Offices, etc.	Salt for Public Animals.	Lantern Candles for Stables.	Matches for Public Fires and Lights.
	Commencing—	Ending—			Rations.	Rations.	Rations.	Rations.	Pounds.	Boxes.
	Quantity.....									

The Commissary will issue on the above return.

Comdg

NOTES.

1. Ration returns must call for rations for only those who are *actually present* with the organization, and should ordinarily be made for periods of not more than ten days at a time.
2. The sick in hospital will be returned for by the medical officer in charge on a ration return separate from the ration return for the detachment of the Hospital Corps and attendants.
3. Any contract for the purchase of food, clothing, fuel, or commodities, the delivery of which is made to a person, or persons, other than the commissary (Form No. 41), giving the number of men and the organization to which they belong, and setting forth the date to which, and by whom, rations were last issued for the period, the ration certificate is presented to the commissary from whom rations are next drawn, who files it with his Abstract of Issues (Form No. 46). Employees entitled to rations are, when detached, furnished with Ration Certificates (Form No. 41).
4. When a man is detached from his organization, the rations issued to him for any period beyond the date of his leaving and not taken with him, are deducted on the next ration return of the organization. The name of the person, with a statement of facts, is entered on the ration return.
5. When ration returns are made for a few persons separately from the company, hospital, or organization to which they belong, the names of such persons will be written on the ration return.
6. Ration returns for a single day, or for a single ration, are made for guards, sentinels, riflemen, light horse, and light infantry, for stables, and matches, for light horse, fire and light companies, for rifle regiments, guards, stables, headquarters, office, etc., and the issue ordered by the commanding officer, who will determine whether the whole or only part of the allowance shall be issued. The number of animals and the period for which salt and vinegar are issued will be stated on the ration return and entered on the Abstract of Issues (Form No. 46).
7. Every ration return which has been made must be entered on the Abstract of Issues (Form No. 46).

RATION RETURN

ARTICLES.	Issues on left with Return.	Memorandum of Savings left with Commissary.
[Enter the number and sizes of cans of canned articles issued.]	Rations.	Quantities.
Pork		lbs.
Bacon		lbs.
Fresh Beef		lbs.
Mutton		lbs.
Stewed Beef, canned	None.	
Corned Beef, canned	None.	
Fish		lbs.
Flour		lbs.
Hard Bread		lbs.
Corn Meal		lbs.
Beans		lbs.
Baked Beans, canned	None.	
Peas		lbs.
Rice		lbs.
Hominy		lbs.
Potatoes	None.	
Onions	None.	
.....	None.	
.....	None.	
.....	None.	
.....	None.	
Coffee		lbs.
Tea		lbs.
Sugar		lbs.
Vinegar		gals.
Candles		lbs.
Soap		lbs.
Salt		lbs.
Pepper		lbs.
Baking Powder	None.	

	Issued for Period:		Quantity.
	Commencing—	Ending—	
Flour for Paste			rations
Vinegar for Animals			rations
Candles for Guards, etc.			rations
Salt for Animals			rations
Lantern Candles			pounds
Matches			boxes

NOTE.—The articles issued and the quantities left for Savings will be entered by the issuing commissary in the proper columns above at the time the issues are made. (See A. R. 1233, 1234, and 1235.)

OF

FOR THE PERIOD FROM

day of

TO

day of

189

1. The full strength of the organization on the first day of the period covered by the return should be shown in the first column. The details there given are intended for use by the post commander in checking from the morning report the accuracy of the return before ordering the issue.

2. The computations on which the number of rations to be issued is based is shown by the second column, which begins with the number present for rations, as shown by the first column. This number, multiplied by the number of days embraced in the ration period, gives the "number of rations for the period." To this number must be added the number of rations due the organization on account of men who joined after the last regular issue (shown by the third column), and from their sum must be deducted the number of rations for men included in the last issue who left the organization after that issue had been made without taking their rations with them (shown by the third column), the difference being the "Number of rations required on this return."

3. The third column shows the latest date which was included in the last ration return; and it then shows what men or detachments joined after that date for whom rations were not included in that return, from what status they joined, and the dates of their joining, with the number of rations due on account of each entered in the final column. Thus, if the ration period of the last ration return was for January 11 to January 20, the entries of additions would be made on the ration return for the period from January 21 to January 31, in the following manner:

Sergeant Wolf, from D. S., January 18..... 6
 Corporal Jones, from furlough, January 12..... 9
 Private Anderson, from sick in Hospital, January 19..... 2
 Detachment 15 men, Co. C., 15th Inf., from D. S., Jan. 18..... 45

Total number of rations to be added..... 62

Next should be entered those who left after the last regular issue without carrying rations with them, with the dates of leaving, and with the number of rations left behind by each entered in the final column, thus:

Corporal Young, on furlough, January 14..... 7
 Private Brown, on D. S., January 16..... 5
 Private Horn, for hospital, January 18..... 2
 Detachment 5 men, Co. C., 15th Inf., on D. S., January 12
 (See Ret. 4)..... 45

Total number of rations to be deducted..... 60

These additions and deductions must be entered in detail on the back of the Abstract of Issues (Form No. 40).

4. Finally, for the information of the post commander, the names of those persons of the organization who are rationed separately from those whose rations are sent to the company kitchen must be entered at the bottom of the third and final columns.

5. The table on the outer fold, headed "Issues and Memorandum of Savings" shows, under the subhead "Issues," the total authorized number of rations of each article to be charged against the organization as issued to it for the period covered by the return. The entries in this column are those which are carried to the Abstract of Issues (Form No. 40). The entries in the column headed "Memorandum of Savings" show the quantity of each article left by the organization in the commissary storehouse as not wanted for consumption, and for which the money value will be entered in it as "Savings" when settlement comes to be made. The entries in this column are to be used for verifying the vouchers for "savings" when presented.

6. At a post where a general mess is established, regular ration returns must be made out in accordance with the above instructions by the commanding officers of the several organizations which participate in the mess. The aggregate quantity of each article ordered by the post commander to be issued for the several organizations participating in the mess [not including "Sick in hospital," who must be issued on separate returns and so reported on the Abstract of Issues] may be entered on the outer fold of a separate ration return, and the ration returns of the organizations included in it as a wrapper. In entering these aggregates on the Abstract of Issues, the names of the organizations, the strength of each, and the period, should be entered in the proper columns, the necessary information as to additions, deductions, etc., being also given as to each.

Estimate of Clothing and Equipage *required for*

by _____, for the period commencing _____, 189 , and ending _____, 189 .

CLOTHING.

NO.	ARTICLES.	SIZES.			NO.	ARTICLES.	SIZES.					
		Artillery and Engineers.	Cavalry.	Infantry.			CANVAS FATIGUE CLOTHING.					
							1	2	3	4	5	6
	Aigullettes and shoulder knots, required.....					Sack coats, required.....						
	" " " " on hand.....					" " " " on hand.....						
	" " " " to be supplied.....					" " " " to be supplied.....						
	Blankets, wool, required.....					Trousers, required.....						
	" " " " on hand.....					" " " " on hand.....						
	" " " " to be supplied.....					" " " " to be supplied.....						

[illegible]

I certify that the foregoing estimate is correct, and that the articles specified are absolutely requisite for the public service.

Post:

Date :

, 189

APPROVED:

OF

Clothing and Equipage

Required for.....

By.....

For the period commencing.....19

and ending.....19

This blank form is to be used by Troop, Battery, Company, and Post Detachment Commanders, upon which to make their estimates for the prescribed periodical supply of Clothing and Equipage; single copy only is required.

It is also to be used for the same purpose by Officers of the Recruiting Service and of Ordnance Detachments, as well as in cases where the quantities of clothing and equipage supplied on periodical estimates prove inadequate, except where only a few kinds of articles are required, when the blank form provided for "Special Requisitions" may be used; to be in duplicate and forwarded through proper channels to the Quartermaster General. A press copy to be retained by the officer.

In all cases the ACTUAL quantities on hand of the articles called for should be stated.

[illegible]

Regiment of.

Quarter, Fiscal Year 19

. The number of the articles required for each

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15

I certify the above to be a correct schedule of the clothing and materials that, according to the regulation allowances, will be required for the troops therein specified for the period stated.

Commanding.

I certify that the articles above specified have been issued to the men named² and that the money value of each article stated hereon is correct.

Quartermaster, U. S. A.

SCHEDULE
OF
CLOTHING AND MATERIALS

Required for Issue to Enlisted Men of

BY

In the _____ Quarter, F. Y. 19 _____

The requirements of A. R. 1178 should be carefully observed.

Blank spaces under column headings of schedule will be filled by ruled horizontal lines.

This schedule will be filed with records of company or detachment.

[illegible]

Voucher No. _____, Quarter _____, 189 .

SPECIAL REQUISITION

FOR

CLOTHING AND EQUIPAGE.

This blank form is to be used by Troop, Battery, Company, and Detachment Commanders in making special requisitions for clothing and equipage upon Post Quartermasters, at such times and for such quantities as may be required.

To be made in duplicate, one copy to be retained by the officer who issues the property, and the other to be sent to the Quartermaster General at the end of the quarter with his return of clothing and equipage.

NUMBER OF EACH GRADE		ORGANIZATION.										TOTAL.
Non-commissioned Staff		Ordnance Sergeants.										
First Sergeants		Commissary Sergeants.										
Sergeants		Post Quartermaster Sergeants.										
Corporals		Hospital Stewards.										
Musician		Acting Hospital Stewards.										
Privates		Privates Hospital Corp.										
		Engineers.										
		Ordnance.										
		Cavalry.										
		Light Artillery.										
		Foot Artillery.										
		Infantry.										
		Signal Corps.										
Total												

I certify that the above requisition is correct, and that the articles specified are absolutely requisite for the public service, rendered so by the following circumstances:

Quartermaster

... U. S. Army,

will issue the articles specified in the above requisition.

Commanding.

RECEIVED at....., the day of 19

of Quartermaster U. S. Army.

in full of the above requisition.



INVOICE OF SUPPLIES TRANSFERRED

to.....

by.....

on the.....day of....., 19

FOR TRANSPORTATION TO

.....

.....

AT

.....

To be in duplicate: both copies to be signed by the Officer who turns over the stores, and to be handed to the Quartermaster who receives them for transportation who will give duplicate receipts therefor.

INVOICE OF STORES

TURNED OVER

By:

On the day of 19

Received day of 19

OFFICERS INVOICING ORDNANCE STORES SHOULD OBSERVE:

That all issues or transfers of Ordnance property must be made in pursuance of *proper authority*. This authority may be as follows:

1. An order for supplies given by the Chief of Ordnance, Washington, D. C.
2. A requisition duly approved as required by paragraph 113, Ordnance Property Regulations.
3. A direct order given by a superior officer to transfer of property.
4. An order which, from its nature, involves a transfer of certain stores.

In all cases an officer making use of this blank must insert, after the words "in obedience to," at the head of the Invoice, the order or authority under which the issue is made.

If an order for supplies, give its number and the year; if a requisition, say "the requisition of

..... of 19

If an order, state whose order, when and where given.

No issue will be considered valid unless the authority is given as here directed.

* Where there are not a sufficient number of vouchers to render an abstract necessary, draw a pen through the word "ABSTRACT." In all cases number the vouchers in the order of the dates of reception, as above noted in the indorsement.

For Issue or Transfers of Ordnance Stores.

RECEIVED AT.....this.....day of.....19
of.....the following Ordnance and Ordnance Stores, as
per invoice dated the.....day of.....19

RECEIPT FOR ISSUES TO

.....

.....

.....

on the day of 19

AS PER INVOICE DATED

the day of 19

.....

DATE	HOW EXPENDED.	CLASS VIII.—METALLIC AMMUNITION.							MISCELLANEOUS.									
		Rifle Ball Cartridges, caliber .36.	Carbine Ball Cartridge, caliber .36	Revolver Ball Cartridges, caliber .36.	Rifle and Carbine Blank Cartridges, caliber.....	Revolver Blank Cartridges.	Cartridge Primers.	Small-arm Powder, lbs.	Paper Targets.	Pasters.	Emery Cloth, quires.	Rotten-stone, lbs.	Whiting, ounces.	Chanook Skins.	Sperm Oil, gallons	Wire Scratch Brushes.	Button Sticks.	Button Brushes.
19	In practice firing																	
	In gallery practice.....																	
	In hunting																	
	In action at.....																	
	In the repair of arms.....																	
	In the repair of equipments.. ..																	
TOTAL EXPENDED																		

I certify on honor that the above abstract is correct, and that the stores have been expended for the purposes stated.

NOTES.—{ No other stores than ammunition and materials can be expended on this abstract.
 { Give letter of Company, the Regiment, and arm of service.
 { If more headings are required, gum a piece of paper on the right-hand edge, ruled in conformity with this sheet.

.....

 Commanding.

NO.

ABSTRACT OF EXPENDITURES.

Co.....Reg't.....

Quarter ended.....19

Ordnance and Ordnance Stores

RECEIVED, ISSUED, AND REMAINING ON HAND

IN



Co. _____ Regiment _____

COMMANDED BY _____

DURING

the Quarter ended _____ 19__

* * * "Every officer of the Ordnance Department, every ordnance storekeeper, every post ordnance sergeant, each keeper of magazines, arsenals, and armories, every assistant and deputy of each, and all other officers, agents, and persons who shall have received or may be intrusted with any stores or supplies, shall quarterly, or oftener if so directed, and in such manner and on such forms as may be directed or prescribed by the Chief of Ordnance, make true and correct returns to the Chief of Ordnance of all ordnance arms, ordnance stores, and all other supplies and property of every kind, received by or intrusted to them and each of them, or which may in any manner come into their hands and each of their possession and charge." * * * Section 1167, Revised Statutes of the United States.

DIRECTIONS FOR MAKING AND TRANSMITTING THIS RETURN.

Before proceeding to fill up this form, read carefully the notes on the first page, below the indorsement, as also the "Ordnance Property Regulations."

Mail with the ORIGINAL FOR THE ORDNANCE DEPARTMENT one complete set of vouchers as above numbered, within twenty days after the expiration of the quarter for which the Return is made.

Keep with the DUPLICATE TO BE RETAINED one complete set of vouchers—exact duplicates of those sent with the "Original."

If officers have neglected to make Returns for past quarter, correct Returns for each should be made out before commencing that for the current quarter.

All officers stationed east of the Rocky Mountains, who are accountable for Ordnance Stores, whose Returns fail to reach the Ordnance Office within sixty days from the termination of the quarter for which they are due, and who cannot furnish a reasonable excuse for the delay, are now reported to the Secretary of War for a stoppage of their pay until the proper Return is made.

Send the Return and all papers connected with it to "The Chief of Ordnance, U. S. Army," DIRECT, in ONE PACKAGE.

ALL COMPANY OFFICERS HAVING ORDNANCE STORES TO ACCOUNT FOR SHOULD OBSERVE—

1. That each officer's accountability commences from the day he took command of the company; he is to make returns for his own accountability only, and is not held responsible for that of any other person.
2. That the account of property rendered in this Return must invariably be closed at the end of the official quarter viz.: 31st March, 30th June, 30th September, and 31st December of each year, except where officers, by reason of leaving the service, or being transferred to a new station or command, desire to close their accountability between those dates, in which case it will terminate at the date the balance on hand was transferred to another person.
3. That it must be clearly stated how the stores with which the United States is credited came into the possession of the officer—whether brought forward from the last Return, received on an invoice from another person, taken up by virtue of an inventory made by a Board of Survey, or on a certified statement made by the officer himself.
4. That every issue to another person must be made in compliance with proper authority, a copy of the order or requisition being furnished, and the issue attested by the receipt of that person. Where this cannot be obtained, a certified invoice of the stores which were issued must be filed as a voucher, with a statement showing why the receipt could not be obtained. No property can be condemned and dropped, except by authority of a regularly authorized inspector. Nothing but ammunition, parts of arms, and material for repairs can be expended, and these only in such quantities as the necessities of the case will warrant.
5. Statements of losses or damage should be supported by the report of a Board of Survey; if the certificate of the officer accountable is filed, it should be supported by any corroborative evidence which can be obtained, such as the certificates of other officers, orders of a superior, or the affidavits of enlisted men or citizens.
6. In short, every transaction noted on the Return must be supported by proper vouchers, which are the legal evidences of the correctness of the statements made.
7. That the Return is signed with full name and official title, and that it is done legibly; that the station and date are inserted in the proper place when the Return is finished and signed, and that the P. O. address of the station is given.
8. Give the maximum strength of the Company.
9. In cases where the term various or assorted is appended to the designation of any tool or other article, all the stores of that name will be entered under that specified heading; for instance, under the heading awls, various, will be entered all the kinds which heretofore have been entered separately, as awls, hand; awls, peg; awls, stub; awls, patent handle, etc.; so, also, in the case of chisels, files, hammers, etc., etc.
10. If there should be more articles of ordnance property on hand than headings have been provided for on this blank, they can be entered on the blank sheets, which will be furnished by the Chief of Ordnance on application, and which will be pasted in under the proper classes.

Quarterly Return of Ordnance and Ordnance Stores received, issued, and remaining on hand in Co., • Regt. for the period ended 19

DATE 19	NUMBER OF VOUCHERS.QUARTER, 19	Musket Rifle, caliber .30.	Springfield Rifle, caliber .45.	Canals.	Haversacks.	Canteens.	Canteen Straps.	Meat cans.	Tin cups.	Knives.	Forks.	Spoons.	Wastebins.	Waist Belt Plates.	Rifle Ball Cartridge, Cal. .30.	Rifle Ball Cartridge, Cal. .45.				
		On hand from last Return.....																			
		Taken up, as per.....																			
		Received from.....																			
		TOTAL TO BE ACCOUNTED FOR.....																			
		Issued to.....																			
		Condemned and dropped by order of.....																			
		Expended, as per Abstract.....																			
		Lost or destroyed, as per.....																			
		Charged on Muster and Pay Rolls, as per Statement.....																			
		TOTAL ISSUED AND EXPENDED																			
		REMAINING ON HAND TO BE ACCOUNTED FOR IN NEXT RETURN.....																			

GIVE SPECIAL ATTENTION TO THE FOLLOWING, VIZ:

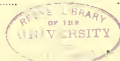
1. The printed headings for *Rifles* are intended for complete rifles—i. e., for rifles with bayonets.
2. Bayonets, *extra* (i. e., such as form no part of the "complete rifles"), are accounted for on pages 13 and 18.
3. When bayonets become unserviceable or are lost, the rifles thus rendered *incomplete* are indicated by *footnote* as so many rifles *without* bayonets.
4. All stores of the same kind, although differing in price, pattern, or model, must be accounted for under one heading; and printed headings must not be erased, interlined, added to, or in any way changed.
5. Stores for which there may be no printed headings are taken up and reported under *manuscript headings*. In this connection a close observance of their proper classification is enjoined.

I CERTIFY that the foregoing Return exhibits a correct statement of the public property in my charge during the period ended 19

and that the maximum strength of the company during the period was enlisted men.

STATION

Post-office address of the station.....



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BERKELEY

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demand may be renewed if application is made be-
fore expiration of loan period.

OCT 29 1918

YE 0102

YE 07502

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rdman, J.	U.S. Volunteer service	
mail.		
ct. 29, '18	Canelis	1913

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